



## Building Application Checklist for Commercial Building Permit

**This checklist must be completed and attached to the building permit application.**

**Each of the following are required for a Building Permit:**

❖ **Forms and Documents**

- \_\_\_\_\_ Complete signed application form
- \_\_\_\_\_ One (1) copy of the most recently recorded plat with the courthouse stamp showing the date the plat was recorded

❖ **Mark each applicable item below to indicate that the information is provided with the Application for Building Permit. If an item does not apply, not with the "n/a" symbol.**

- \_\_\_\_\_ Payment for required Plan Review Fee
- \_\_\_\_\_ Plans are stamped "For Construction"
- \_\_\_\_\_ Two (2) identical sets of plans drawn to scale (1/4" = 1 foot) with sufficient clarity
- \_\_\_\_\_ Drawings have been signed and sealed by a registered architect or engineer if building is over 5000 square feet (Architect or Engineer must be legally registered under the law of this state)
- \_\_\_\_\_ State of Special Inspections and schedule of Special Inspection Services
- \_\_\_\_\_ Water and Sewer Questionnaire

❖ **Each set of plans includes:**

- \_\_\_\_\_ Plot Plan
- \_\_\_\_\_ Foundation Plan
- \_\_\_\_\_ Floor Plan
- \_\_\_\_\_ Mechanical Plan
- \_\_\_\_\_ Electrical Plan
- \_\_\_\_\_ Plumbing Plan
- \_\_\_\_\_ Cross-section views
- \_\_\_\_\_ Elevation Views
- \_\_\_\_\_ Wall Section View from foundation to roof

❖ **Mechanical Drawings include:**

- \_\_\_\_\_ Occupancy Load and Ventilation
- \_\_\_\_\_ Fire rated walls and rating are shown
- \_\_\_\_\_ Heat load calculations

❖ **Electrical Drawings include:**

- \_\_\_\_\_ Separate permit for each electric meter
- \_\_\_\_\_ Tenant separation is shown
- \_\_\_\_\_ Legal address for each tenant space shown

❖ **Plumbing Drawings include:**

- \_\_\_\_\_ Fixture Schedule

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature